

GRAPHICS TECHNICIAN

DISTINGUISHING FEATURES

The fundamental reason the Graphics Technician exists is to perform skilled tasks related to the production of printed material, operate a variety of graphics equipment, perform pre-press and post-press tasks, and routine, minor maintenance and cleaning of graphics equipment to provide quality products and responsive customer service in the Purchasing Department. This classification is not supervisory. Work is performed under general supervision by a Purchasing Operations Manager.

ESSENTIAL FUNCTIONS

Operates graphics equipment which includes presses (2 color and perfecter), plate maker, power cutter, stapler, folder, bindery, and photocopy machines.

Performs routine, minor maintenance and cleaning of related equipment.

Does layout and make-up of originals to produce high quality finished product.

Calculates graphics charges using automated pricing program and maintains related records and logs.

Assists customers with questions, selection of material and processing options.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The operation of various types of printing equipment and production.

Perfecting press.

The care and minor maintenance of the equipment and the requirements for supplies.

Automated graphics and desktop publishing.

Ability to:

Stand 80%, walk 15%, and sit 5% of the work-day.

Lift and carry boxes of stock paper and other materials weighing up to 50 pounds.

Bend and stoop repeatedly to load and unload paper from presses.

Operate a variety of standard office equipment including a computer, a variety of computer software, copy and facsimile machines, fork-lift, and telephone and graphics equipment requiring manual dexterity and continuous and repetitive arm or hand and eye movement.

Communicate effectively, both verbally and in writing.

Discern full range of the color spectrum.

Perform mathematical calculations and key data.

Work with cleaning fluids and use common hand tools.

Perform layout and make-up work manually.

Comprehend and make inferences from written material and verbal and/or written instructions.

Establish and maintain courteous and respectful working relationships with co-workers, vendors and City staff at all levels.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to two years experience in the operation and care of printing, photocopying and a variety of graphics equipment.

FLSA Status: Non-exempt

HR Ordinance Status: Classified